



Florida Department of Environmental Protection

CITIZEN SUPPORT ORGANIZATION 2017 REPORT (pursuant to Florida Statute 20.058)

Citizen Support Organization (CSO) Name: Friends of Kissimmee Prairie Preserve Inc.

Mailing Address: 33104 NW 192nd Avenue, Okeechobee, Florida 34972

Telephone Number: 727-317-9450 Website Address: <http://www.kissimmeeprairiefriends.org>

Statutory Authority:

Section 20.2551, F.S., Citizen support organizations; use of property; audit; public records; partnerships. In summary, the statute specifies the organizational requirements, operational parameters, duties of a CSO to support the Department of Environmental Protection (Department), or individual units of the Department, use of Department property, audit requirements, public records requirements, and authorizes public-private partnerships to enhance lands managed by the Department.

Section 258.015, F.S., Citizen support organizations; use of property; audit. In summary, the statute defines a CSO, requires authorization by the Division of Recreation and Parks, and specifies the use of property. This statute authorizes the Partnerships in Parks (PIP) program for state parks, the program's operational parameters, CSO's operational parameters, and donor recognition.

Brief Description of the CSO's Mission: Friends of Kissimmee Prairie Preserve, Inc. was formed in 2011 to work for the preservation, protection, interpretation and promotion of and in the best interest of Kissimmee Prairie Preserve. The Friends organization is a Florida not-for-profit 501(c)(3) corporation and relies on membership fees and private donations to pursue activities on behalf of the Preserve.

Brief Description of the CSO's Results Obtained:

We achieved a long term goal with the **installation of an artesian well in a remote primitive campsite**, to benefit campers, equestrians, and Preserve fire crews.

The Preserve became **Florida's first *International Dark Sky Place*** in January 2016. Friends sponsored a celebratory event featuring an educational presentation. We purchased a **Unihedron Sky Quality Meter** to take continuous readings of the Preserve's skies, and renewed the *Abrams Planetarium Sky Calendar*. A member donated and installed dark-sky compliant, solar-powered lighting on the Preserve's entry sign. Another donated a book of astro-photographs and provides telescope viewing regularly to visitors. We provided professionally designed and printed **checklists of the plant, bird, and butterfly species** to educate and inspire visitors and others — also available for online download and viewing at <http://www.kissimmeeprairiefriends.org/checklists--links.html>

The Friends held a ***Spring Wildflower Buggy Adventure*** for members (sold out in two days) and our annual ***Fall Wildflower Walk***, open to the public. We installed **broadband internet service in the remote shop** and pay for service, so staff can perform tasks requiring internet without having to travel miles to the office. (*This is temporary, until the Preserve's T1 line is extended as planned.*)

We took over **sale and management of firewood in the campground** — freeing up Preserve staff time for other important duties. We provide a **prepaid credit card to buy ice for fire crew**. A Friends' board member helps on many prescribed fires.

Our CSO **promoted Kissimmee Prairie Preserve locally**, manning booths at the Okeechobee Historical Fair and *Battle of Okeechobee*. We purchased a commemorative brick for the 2017 Okeechobee Centennial and renewed membership in the Okeechobee Chamber. Two Florida Audubon chapters were given guided tours of the Preserve by a Friends' board member. Board members also led 1st day hikes on January 1.

With our *Florida Grasshopper Sparrow Fund*, we purchased a **remote camera** to help monitor endangered FGSP nests. Our board sent a letter of support for a FGSP disease research grant.

We purchased a **sound system for Preserve buggy tours**, so every participant can hear the narration.

The Friends **added to and diversified the interests of our board** by recruiting members from the Florida astronomy community and the Florida Trail Association. Our membership and online presence increased.

Brief Description of the CSO's Plans for Next Three Fiscal Years:

We will continue working to raise awareness about Kissimmee Prairie Preserve, add members and solicit donations in Florida, nationally, and internationally. We plan to continue holding **semi- annual plant walk events** (spring & fall) to introduce new people to the preserve, encourage repeat visitors, and raise funds for Friends projects to benefit the Preserve. We will also **increase outreach to the local Okeechobee community**, including planning and sponsoring an event in honor of the Okeechobee County Centennial and Kissimmee Prairie Preserve's 25th anniversary (*Prairie Days & Prairie Nights*).

Our CSO will continue to do all we can to **help the endangered Florida Grasshopper Sparrow** at the Preserve, through use of our FGSP fund, and we will **continue to support Kissimmee Prairie Preserve as a *Dark Sky Park*** through our Dark Skies Fund. We also intend to hold an educational **event centered around prescribed fire** and its role in Preserve management.

Other goals include: sponsoring more **specialized buggy tours with visiting experts** as leaders, **partnering with other Florida organizations** to promote the Preserve, keeping species **checklists updated and adding one for reptiles & amphibians**, building an **outdoor amphitheater** for use in educational events, and looking for ways to introduce more school children to the Preserve. Our long term goals still include **research housing** for visiting scientists, moveable speed bumps for the road, a new, larger swamp buggy for visitor tours, prairie restoration projects, and new interpretive displays.

X Copy of the CSO's Code of Ethics attached (*Model provided; see CSO 2014 instructions*)

X Certify the CSO has completed and provided to the Department the organization's most recent Internal Revenue Service (IRS) Form 990, 990-EZ, or 990-N/Annual Financial Statement



Code of Ethics

PREAMBLE

- 1)** It is essential to the proper conduct and operation of Friends of Kissimmee Prairie Preserve (herein "CSO") that its board members, officers, and employees be independent and impartial and that their position not be used for private gain. Therefore, the Florida Legislature in Section 112.3251, Florida Statute (Fla. Stat.), requires that the law protect against any conflict of interest and establish standards for the conduct of CSO board members, officers, and employees in situations where conflicts may exist.
- 2)** It is hereby declared to be the policy of the state that no CSO board member, officer, or employee shall have any interest, financial or otherwise, direct or indirect, or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties for the CSO. To implement this policy and strengthen the faith and confidence of the people in Citizen Support Organizations, there is enacted a code of ethics setting forth standards of conduct required of Friends of Kissimmee Prairie Preserve board members, officers, and employees in the performance of their official duties.

STANDARDS

The following standards of conduct are enumerated in Chapter 112, Fla. Stat., and are required by Section 112.3251, Fla. Stat., to be observed by CSO board members, officers, and employees.

1) Prohibition of Solicitation or Acceptance of Gifts

No CSO board member, officer, or employee shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the CSO board member, officer, or employee would be influenced thereby.

2) Prohibition of Accepting Compensation Given to Influence a Vote

No CSO board member, officer, or employee shall accept any compensation, payment, or thing of value when the person knows, or, with reasonable care, should know that it was given to influence a vote or other action in which the CSO board member, officer, or employee was expected to participate in his or her official capacity.

3) Salary and Expenses

No CSO board member or officer shall be prohibited from voting on a matter affecting his or her salary, expenses, or other compensation as a CSO board member or officer, as provided by law.

4) Prohibition of Misuse of Position

A CSO board member, officer, or employee shall not corruptly use or attempt to use one's official position or any property or resource which may be within one's trust, or perform official duties, to secure a special privilege, benefit, or exemption.

5) Prohibition of Misuse of Privileged Information

No CSO board member, officer, or employee shall disclose or use information not available to members of the general public and gained by reason of one's official position for one's own personal gain or benefit or for the personal gain or benefit of any other person or business entity.

6) Post-Office/Employment Restrictions

A person who has been elected to any CSO board or office or who is employed by a CSO may not personally represent another person or entity for compensation before the governing body of the CSO of which he or she was a board member, officer, or employee for a period of two years after he or she vacates that office or employment position.

7) Prohibition of Employees Holding Office

No person may be, at one time, both a CSO employee and a CSO board member at the same time.

8) Requirements to Abstain From Voting

A CSO board member or officer shall not vote in official capacity upon any measure which would affect his or her special private gain or loss, or which he or she knows would affect the special gain or any principal by whom the board member or officer is retained. When abstaining, the CSO board member or officer, prior to the vote being taken, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for the CSO board member or officer to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

9) Failure to Observe CSO Code of Ethics

Failure of a CSO board member, officer, or employee to observe the Code of Ethics may result in the removal of that person from their position. Further, failure of the CSO to observe the Code of Ethics may result in the Florida Department of Environmental Protection terminating its Agreement with the CSO.

Kissimmee Prairie Preserve State Park
33104 NW 192nd Ave.
Okeechobee, FL 34972
(863) 462-5360

May 19, 2017

Kristin Zimmerman
District III Administration
1800 Wekiwa Circle
Apopka, FL 32712

Dear Kristin,

I am so truly honored and happy to be associated with the Friends of Kissimmee Prairie. They are such a diverse, great, passionate, and motivated group of people. I enjoy talking and working side by side with them. The positive things the Friends group is accomplishing for Kissimmee Prairie Preserve is beyond commendable. Even better, support and interest continues to grow! I look forward to the future and smile. Again this past year, attendance to the Preserve has also grown. Many thanks to our Friends organization for assisting with all the positive and exponential growth. Their hard work has allowed for quality interpretation and experiences for guests and future visitors. The Friends of Kissimmee Prairie ability to educate, fund raise, and attract new members is a direct benefit for Kissimmee Prairie Preserve State Park and The Florida Park Service.

The Friends' connections with the Florida Native Plant society has made it possible to recruit some of the most knowledgeable plant experts in the state to guide the wild flower walks. These wild flower events have been well received and I hope they will continue semiannually. In 2016 began the planning for a new event called Prairie Days and Prairie Nights. This event required many months and a team of dedicated people. This event was complex as it highlighted many things that make the prairie special. Things such as history of cracker cattle, history of early local settlers and native americans, astronomy and dark skies, rare and threatened species, land management, and prescribed fire were all emphasized at the event. These types of educational outreach events through out the year are phenomenal! The events help to draw additional visitors, gains attention to understanding the uniqueness of the Florida dry prairie, and provides additional opportunities for the public to support the preserve.

The fund raising the CSO has done is a great accentuation to the daily, weekly, yearly operations at the preserve. In 2016 the friends purchased broadband internet for the shop maintenance facility to be better efficient with communication and maintenance needs. They also provided funds to buy ice for our fire crews. Also purchased was a digital Unihedron dark sky meter to take regular measurements and maintain our newly acquired 2016 international dark sky designation. The CSO paid for printed bird, plant, and butterfly checklists to be distributed to visitors. They also help to maintain and update the individual species lists. In 2016 the Friends accomplished a long time goal of purchasing and installing a well/ water source at the primitive camping area for fire prescribed/suppression activities. Lastly I was very happy that the Friends were able to purchase fire wood for resale to visiting campers. This firewood provides better visitor services and enables a ranger and/or volunteer to focus more time on other park projects including resource management activities

We all look forward to the upcoming new year. Together we have set new goals that will nurture quality resource based recreation while preserving, restoring and interpreting the natural and cultural resources of Kissimmee Prairie Preserve.

Sincerely,

Daniel Willis
Park Manager



May 24, 2017

Daniel Willis, Manager
Kissimmee Prairie Preserve State Park

Re: Kissimmee Prairie Friends Financial Report, Fiscal year 2016

Dear Daniel:

The Friends' Financial Report shows much to be proud of in 2016. We accomplished the majority of our goals by year's end. Our *Spring Wildflower Buggy Adventure* and our annual *Fall Wildflower Walks* successfully raised funds and friends for the Preserve. We celebrated the new *IDA Dark Sky Park* award at the beginning of the year, and helped the Preserve maintain this important designation with the purchase of a sky quality meter. The species checklists we provide for birds, plants, and butterflies have proven so popular they were reprinted this year in larger quantities and other parks want to emulate them. We welcomed you as Kissimmee Prairie's new manager at our August meeting, and were happy to take on some new projects and goals — the campsite firewood sales, installation and monthly payment of the shop broadband, outfitting the buggy with a microphone and speaker system, and planning the *Prairie Days and Prairie Nights* event in 2017. With your help and support, we ended the year by achieving a long term goal set at our CSO's inception in 2011 — artesian well installation at a primitive campsite. All the above, and more, are detailed in the attached *Summary of Accomplishments*.

Looking ahead, it's an exciting time to be involved in the Friends of Kissimmee Prairie Preserve. Our membership, our online presence, and overall interest in the Preserve continue to grow. Three new active board members have added much to our diversity of interests and our capabilities. 2016 was the most productive year in our short history, and 2017 looks better still, with some goals already met (despite spring setbacks of a tornado and fire ban!), others underway, and a number of creative ideas and plans on the drawing board for the future.

We look forward to continuing our work with you, your staff, and volunteers— for the preservation, protection, interpretation and promotion of and in the best interest of Kissimmee Prairie Preserve.

Sincerely,

Christina L. Evans
President,
Friends of Kissimmee Prairie Preserve





Citizen Support Organization 2016 Statement of Accomplishments and Goals

This statement is part of the Citizen Support Organization's (CSO's) Annual Financial Report (see Chapter 5: Section 7) of the 2014 CSO Handbook. The primary purpose of the Annual Financial Report is to provide a summary of the most relevant information to the Department and Division, and to meet the common interests of donors, members, creditors, and others who provide resources to the not for profit organization. Report the accomplishments for the CSO's past fiscal year and goals for the upcoming year.

A summary of CSO accomplishments from the period of **Jan 1, 2016** through **Dec 31, 2016** is as follows:

Estimated Total Volunteer Hours, including CSO board members and general members: **1240**

2016 Total Membership: **85**

List of CSO Board Members:

2017 BOD Friends of Kissimmee Prairie Preserve SP

President:

Christina Evans 14437 Oak Glen Drive N., Largo, Florida 33774
(727) 317-9450, cgstudios@tampabay.rr.com

Vice-President:

Tim Kozusko, 439 Dolphin Street, Melbourne Beach, Florida 32951
(321) 543-1213, timothy.j.kozusko@nasa.gov

Treasurer:

Donna Bollenbach, 2111 Diane Avenue, Valrico, FL 33594
(813) 679-5597, donna.bollenbach@gmail.com

Secretary:

Dave Kandz, 9685 2nd Street North, St. Petersburg, FL 33702
(727) 642-8567, dave@rbdigital.biz

Director at Large:

Paul Gray, Ph.D., PO Box 707, Lorida, Florida 33857
(863) 655-1831, pgray@audubon.org

Director at Large:

Dave Holko, Port St. Lucie FL 34953
(772) 579-2483, dholko@holko.org

Director at Large:

Richard (Rick) Deluga, 7493 SE Teton Dr., Hobe Sound, FL 33455
rickdeluga1@gmail.com





Summary of Accomplishments for 2016:

Our Mission: *The Friends of Kissimmee Prairie Preserve, Inc. was formed in 2011 to to work for the preservation, protection, interpretation and promotion of and in the best interest of Kissimmee Prairie Preserve. The Friends organization is a Florida not-for-profit 501(c)(3) corporation and relies on membership fees and private donations to pursue activities on behalf of the Preserve.*

Friends of Kissimmee Prairie Preserve continues working to raise awareness and educate the public about Kissimmee Prairie Preserve, and the unique Florida prairie ecosystem it protects. Our **membership** and **online presence increased** throughout the year, and we used funds raised to promote and enhance visitors' experience, and to help management do the same.

One big accomplishment came at the end of 2016 with the completion of a long term goal set at the very beginning of the CSO — **installation of an artesian well with a hand pump in a remote primitive campsite**. The well will benefit campers who will no longer need to carry in water, as well as equestrians and their horses. It also has a special fitting so it can be used fill a fire truck and provide Preserve fire crews with a water source for prescribed burns in the area.

Other accomplishments of 2016:

- After completing stringent IDA (International Dark Skies Association) requirements, the Preserve became **Florida's first International Dark Sky Place** in January 2016. The CSO continues to support this important designation which has brought in many new visitors. We sponsored a celebratory event featuring an educational presentation by Florida astronomers, purchased a **Unihedron Sky Quality Meter** which has been permanently mounted to take continuous readings of the Preserve's skies, and renewed the Preserve's subscription to *Abrams Planetarium Sky Calendar*. One of our members donated and installed dark-sky compliant, solar-powered lighting on the Preserve's entry sign. Another member donated an impressive book of astro-photographs taken in the Preserve. The same member provides telescope viewing regularly to visitors and is a new 2017 board member.
- **Comprehensive checklists of the Preserve's plant, bird, and butterfly species** were professionally designed and printed in color to handout at events and in the park. The three checklists educate and inspire visitors and others about the diversity of species found in the Preserve, offering information such as where and when they may be found. The design and graphics were member-donated and a generous in-kind donation was solicited for printing. The checklists were made available for online download and viewing as well. <http://www.kissimmeeprairiefriends.org/checklists--links.html>
- The Friends held a **Spring Wildflower Buggy Adventure** for our members (sold out in two days) and held our popular annual **Fall Wildflower Walk**, open to the public. The first event was led by Roger Hammer, the second by Roger and Craig Huegel, both well-known Florida botanists and authors.
- The Friends paid to install **broadband internet service in the remotely located shop** and pay for service, allowing manager and staff to place orders and perform tasks requiring internet without having to travel miles to the office. (*Note: This is temporary, until the Preserve's T1 line is extended as planned.*)

Accomplishments continued on next page—



Summary of Accomplishments for 2016 *continued*:

- The Friends took over **sale and management of firewood in the campground** at the end of 2016 by request of our manager — freeing up Preserve staff time for other important duties and providing the CSO with some additional income to apply to our mission objectives.
- The Friends provide a **prepaid credit card to buy ice for fire crew** staff and volunteers while they conduct prescribed burns. A Friends' board member helps on most of the Preserve's prescribed fires.
- Our CSO **promoted Kissimmee Prairie Preserve locally** by manning booths at the Okeechobee Historical Fair and at the annual *Battle of Okeechobee* event. We purchased a commemorative brick for the 2017 Okeechobee Centennial and renewed membership in the Okeechobee Chamber of Commerce. Two Florida Audubon chapters were given guided tours of the Preserve by a Friends' board member. Other board members led 1st day hikes on January 1.
- With our *Florida Grasshopper Sparrow Fund*, we purchased a **remote camera** to help monitor endangered Florida Grasshopper Sparrow nests. Our board also sent a letter of support for a Florida Grasshopper Sparrow disease research grant.
- We purchased a **sound system for Preserve buggy tours**, so every participant can hear the narration.
- The Friends **added to and diversified the interests of our board** by recruiting members from the Florida astronomy community and the Florida Trail Association.

Summary of Goals / Priorities for 2017:

We will continue working to raise awareness about Kissimmee Prairie Preserve, add members and solicit donations in Florida, nationally, and internationally. We plan to continue holding **semi-annual plant walk events** (spring & fall) to introduce new people to the preserve, encourage repeat visitors, and raise funds for Friends projects to benefit the Preserve. We will also **increase our outreach to the local Okeechobee community**, including planning and sponsoring an event in honor of the Okeechobee County Centennial and Kissimmee Prairie Preserve's 25th anniversary (*Prairie Days & Prairie Nights*).

Our CSO will continue to do all we can to **help the endangered Florida Grasshopper Sparrow** at the Preserve, through use of our FGSP fund, and we will **continue to support Kissimmee Prairie Preserve as a Dark Sky Park** through our Dark Skies Fund. We also intend to hold an educational **event centered around prescribed fire** and its role in Preserve management.

Other goals discussed include: sponsoring more **specialized buggy tours with visiting experts** as leaders, **partnering with other Florida organizations** to promote the Preserve, keeping species **checklists updated and adding one for reptiles & amphibians**, building an **outdoor amphitheater** for use in educational events, and looking for ways to introduce more school children to the Preserve. Our long term goals still include **research housing** for visiting scientists, moveable speed bumps for the road, a new, larger swamp buggy for visitor tours, prairie restoration projects, and new interpretive displays.

The 2017 **CSO Annual Program Plan** is attached.



Citizen Support Organization Statement on Value of Contributed Services

This statement reports on services provided to the Citizen Support Organization (CSO) from park staff support and in-kind support for the past fiscal year. The statement is part of the CSO's Annual Financial Report described in Chapter 5: Section 7 of the 2014 CSO Handbook. The primary purpose of the Annual Financial Report is to provide a summary of the most relevant information to the Department and Division, and to meet the common interests of donors, members, creditors, and others who provide resources to the not for profit organization.

This Value of Contributed Services for a park is provided to the CSO by the park or District through the Park Programs Development Specialist. Note, the Division of Recreation and Parks operates on a cash-based method of accounting.

Park Name: Kissimmee Prairie Preserve State Park
Park Address: 33104 NW 192nd Avenue, Okeechobee, Florida 34972
Name of CSO: Friends of Kissimmee Prairie Preserve Inc.

A summary of contributed services from the period of **January 1, 2016** through **December 31, 2016** is as follows:

Park Staff Support

The total number of hours contributed in staff support services converted to a monetary amount.

The park contributed a total of **\$ 2954** in staff support services to the CSO.

Park Facilities Support

The total amount of water, electric, and utility expenses used to support CSO events, concessions, etc.

The CSO received a total of **\$ 1340** in park facilities support.

In-Kind Support

The CSO receives additional services outside of the park staff contributed hours called in-kind services. In-kind services are a type of charitable giving in which, instead of money, a person contributes some kind of service, good, or commodity. Examples are professional services of a lawyer, accountant, or any professional or the estimated value of a good or commodity.

The CSO received a total of **\$ 1471** in in-kind support services.





List of Program Services

Federal charitable 501(c)(3) organizations are required to report total expenses and revenue for each program service. According to the IRS, a program service is any activity by the organization which accomplishes its charitable purposes. For **each** program service provide a description, total expense, and total revenue. For **each** program service description, clearly and concisely describe the accomplishments through specific measurements such as visitors served, days of an event, number of sessions or events held, publications issued, etc. (add pages as appropriate).

Program Service Description:

Kissimmee Prairie Wildflower Adventure was held on April 16, 2016. Well-known Florida botanist, author and orchid expert, Roger Hammer, led two 3-hour swamp buggy tours (morning and afternoon) to various locations in the Preserve for wildflower viewing and education and the driver narrated on the Preserve's unique ecosystems and habitats. The event was a fundraiser and membership booster for our native plant enthusiasts. Registration was offered to members only the first week, and it sold out within two days and we gained some new members. Fourteen participants received a Preserve plant checklist to mark off plants they saw along the way. This small event was offered in place of our larger annual spring wildflower walk, due to unresolved scheduling issues, however, its successful format now serves as a template for future events featuring experts in different fields.

Total Expense	\$200.00
Total Revenue	\$854.00

Program Service Description:

Kissimmee Prairie Fall Wildflower Walks were held on October 15, 2016. Two 2-hour walks (morning and afternoon) were led by expert Florida botanists Craig Huegel and Roger Hammer, preceded by an introduction to the Preserve by the manager and Florida Audubon's Dr. Paul Gray (a Friends' board member). Participants also enjoyed a free 45-minute swamp buggy tour with narration about KPP history and ecosystems. Each participant was given a plant checklist. This event is a popular annual fundraiser and membership booster. We had 38 participants, and six cancellations who donated their registration fee. We also added new members who took advantage of the discount on registration.

Total Expense	\$00.00
Total Revenue	\$1,355.00

Total Program Services

Provide a total amount for all program expenses and a total amount for all program revenue.

CSO total program service expenses \$3,585.00 - (See 990EZ Schedule O)
CSO total program service revenues \$2,209.00

Short Form

Return of Organization Exempt From Income Tax

2016

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

▶ **Do not enter social security numbers on this form as it may be made public.**
▶ **Information about Form 990-EZ and its instructions is at www.irs.gov/form990.**

A For the 2016 calendar year, or tax year beginning , 2016, and ending , 20

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending		C Name of organization Friends of Kissimmee Prairie Preserve Inc. Number and street (or P.O. box, if mail is not delivered to street address) Room/suite 33104 NW 192nd Ave City or town, state or province, country, and ZIP or foreign postal code Okeechobee, Florida 34972	D Employer identification number 45-3684228 E Telephone number 813-679-5597 F Group Exemption Number ▶
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G Accounting Method: Cash Accrual Other (specify) ▶

I Website: ▶ <http://www.kissimmeetprairiefriends.org> **H** Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

J Tax-exempt status (check only one) - 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I

Revenue	1 Contributions, gifts, grants, and similar amounts received	1	3,814
	2 Program service revenue including government fees and contracts	2	1,104
	3 Membership dues and assessments	3	3,494
	4 Investment income	4	0
	5a Gross amount from sale of assets other than inventory 5a		0
	b Less: cost or other basis and sales expenses 5b		0
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) 5c		0
	6 Gaming and fundraising events		
	a Gross income from gaming (attach Schedule G if greater than \$15,000) 6a		0
b Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000) 6b		0	
c Less: direct expenses from gaming and fundraising events 6c		0	
d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) 6d		0	
7a Gross sales of inventory, less returns and allowances 7a		773	
b Less: cost of goods sold 7b		1,026	
c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a) 7c		-253	
8 Other revenue (describe in Schedule O) 8		0	
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶ 9		8,159	
Expenses	10 Grants and similar amounts paid (list in Schedule O) 10		0
	11 Benefits paid to or for members 11		0
	12 Salaries, other compensation, and employee benefits 12		0
	13 Professional fees and other payments to independent contractors 13		2,446
	14 Occupancy, rent, utilities, and maintenance 14		0
	15 Printing, publications, postage, and shipping 15		0
	16 Other expenses (describe in Schedule O) 16		3,585
17 Total expenses. Add lines 10 through 16 ▶ 17		6,031	
Net Assets	18 Excess or (deficit) for the year (Subtract line 17 from line 9) 18		2,128
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) 19		15,348
	20 Other changes in net assets or fund balances (explain in Schedule O) 20		0
	21 Net assets or fund balances at end of year. Combine lines 18 through 20 ▶ 21		17,476

Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

Table with 3 columns: Description, (A) Beginning of year, (B) End of year. Rows include Cash, savings, and investments; Land and buildings; Other assets; Total assets; Total liabilities; Net assets or fund balances.

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III . . .

Expenses (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

What is the organization's primary exempt purpose? See Schedule O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Table with 3 columns: Description, Line number, Expenses. Rows include: 28 An in kind donation of offset printing/binding of tree species checklists; 29 Initial installation and annual monthly subscription for broadband internet service; 30 Purchase of a headset/speaker system for swamp buggy interpretive tours; 31 Other program services; 32 Total program service expenses.

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated—see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

Table with 5 columns: (a) Name and title, (b) Average hours per week devoted to position, (c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-), (d) Health benefits, contributions to employee benefit plans, and deferred compensation, (e) Estimated amount of other compensation. Rows include Tim Kozusko, Christina Evans, Donna Bollenbach, Paul Gray, Dave Kandz.

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V.

		Yes	No
33	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		<input checked="" type="checkbox"/>
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)		<input checked="" type="checkbox"/>
35a	Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		<input checked="" type="checkbox"/>
b	If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		<input checked="" type="checkbox"/>
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III		<input checked="" type="checkbox"/>
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		<input checked="" type="checkbox"/>
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a 0		
b	Did the organization file Form 1120-POL for this year?		<input checked="" type="checkbox"/>
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		<input checked="" type="checkbox"/>
b	If "Yes," complete Schedule L, Part II and enter the total amount involved		
39	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on line 9	39a	
b	Gross receipts, included on line 9, for public use of club facilities	39b	
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ 0 ; section 4912 ▶ 0 ; section 4955 ▶ 0		
b	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		<input checked="" type="checkbox"/>
c	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ 0		
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ 0		
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e	
41	List the states with which a copy of this return is filed ▶ FL		
42a	The organization's books are in care of ▶ Donna Bollenbach Telephone no. ▶ 813-679-5597 Located at ▶ 2111 Diane Avenue, Valrico, FL ZIP + 4 ▶ 33511		
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: ▶ _____ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	42b	<input checked="" type="checkbox"/>
c	At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country: ▶ _____	42c	<input checked="" type="checkbox"/>
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 — Check here ▶ <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43		
44a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a	<input checked="" type="checkbox"/>
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b	<input checked="" type="checkbox"/>
c	Did the organization receive any payments for indoor tanning services during the year?	44c	<input checked="" type="checkbox"/>
d	If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d	<input checked="" type="checkbox"/>
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a	<input checked="" type="checkbox"/>
b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)	45b	<input checked="" type="checkbox"/>

	Yes	No
46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46	<input checked="" type="checkbox"/>

Part VI Section 501(c)(3) organizations only

All section 501(c)(3) organizations must answer questions 47–49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

	Yes	No
47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	47	<input checked="" type="checkbox"/>
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48	<input checked="" type="checkbox"/>
49a Did the organization make any transfers to an exempt non-charitable related organization?	49a	<input checked="" type="checkbox"/>
b If "Yes," was the related organization a section 527 organization?	49b	<input checked="" type="checkbox"/>
50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."		

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

f Total number of other employees paid over \$100,000 ▶ _____

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000 ▶ _____

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ▶ **Yes** **No**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	▶ Signature of officer	Date
	▶ Donna Bollenbach, Treasurer	
	Type or print name and title	

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Firm's name ▶				Firm's EIN ▶
	Firm's address ▶				Phone no.

May the IRS discuss this return with the preparer shown above? See instructions ▶ **Yes** **No**

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
▶ Attach to Form 990 or Form 990-EZ.

▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

Open to Public Inspection

Name of the organization Friends of Kissimmee Prairie Preserve Inc.	Employer identification number 453684228
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Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
- 10 An organization that normally receives: (1) more than 33¹/₃% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33¹/₃% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2016 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2015 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test—2016. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 33 1/3% support test—2015. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
17a 10%-facts-and-circumstances test—2016. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10%-facts-and-circumstances test—2015. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	1550	7849	6899	6300	8159	30757
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	0	0	0	0	0	0
3 Gross receipts from activities that are not an unrelated trade or business under section 513	0	0	0	0	0	0
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	0	0	0	0	0	0
5 The value of services or facilities furnished by a governmental unit to the organization without charge	1621	3716	7350	5227	4294	22208
6 Total. Add lines 1 through 5	3171	11565	14249	11527	12453	52965
7a Amounts included on lines 1, 2, and 3 received from disqualified persons	0	0	0	0	0	0
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year	0	0	0	0	0	0
c Add lines 7a and 7b	0	0	0	0	0	0
8 Public support. (Subtract line 7c from line 6.)						52965

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
9 Amounts from line 6	3171	11565	14249	11527	12453	52965
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	0	0	0	0	0	0
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975	0	0	0	0	0	0
c Add lines 10a and 10b	0	0	0	0	0	0
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on	0	0	0	0	0	0
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	568	197	0	0	0	765
13 Total support. (Add lines 9, 10c, 11, and 12.)	3739	11763	14249	11527	12453	53730
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input checked="" type="checkbox"/>

Section C. Computation of Public Support Percentage

15 Public support percentage for 2016 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2015 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2016 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2015 Schedule A, Part III, line 17	18	%

- 19a 33 1/3% support tests—2016.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ►
- b 33 1/3% support tests—2015.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ►
- 20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ►

**SCHEDULE O
(Form 990 or 990-EZ)**

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

Open to Public Inspection

Name of the organization

Friends of Kissimmee Prairie Preserve Inc.

Employer identification number

453684228

990ez Part I, line 16 (Other expenses)

\$1,371.00 An in-kind donation of offset printing/binding of three species checklists — the plants, birds, and butterflies documented in Kissimmee Prairie Preserve. The checklists, (also available online), provide a comprehensive picture of the Preserve's biodiversity to the public, and educate on where, when, and how frequently different species occur.

\$726.00 Initial installation and annual monthly subscription for broadband internet service at the Preserve's remote maintenance area which allows staff to place orders and perform tasks requiring internet, without having to travel to the main office.

\$471.00 Purchase of a headset/speaker system for swamp buggy interpretive tours so all riders can hear the narration and enhance their experience.

\$200.00 An honorarium to the leader of a spring Prairie Wildflower Adventure event for CSO members. This well-known botanist shared his knowledge about the flowers of Kissimmee Prairie. The event sold out.

\$159.00 Website upgrade for two years to increase promotion of and provide education about the Preserve to the public.

\$100 Annual membership for Okeechobee Chamber of Commerce to increase local support and visibility in the adjacent community.

\$100 Annual membership renewal for Friends of Florida State Parks for continued access to the continuing education, support and CSO member benefits the organization provides.

\$96.00 Purchase of a prepaid credit card for the Preserve to provide ice for fire crew staff and volunteers while they are working on Prescribed burns.

\$90.00 Purchase of a remote camera to help monitor nesting of critically endangered Florida Grasshopper Sparrows on the Preserve.

\$119.00 Purchase of supplies for an event to celebrate designation of Kissimmee Prairie Preserve as Florida's first International Sky Park by the International Dark-Sky Association (IDA).

\$12.00 Renewal of a subscription to the Abrams Planetarium Sky Calendar for public education and astronomy programs in the Preserve.

\$141.00 Merchant Processing and Banking fees.

990ez Part III What is the organization's primary exempt purpose?

A Citizen Support Organization (CSO) for Kissimmee Prairie Preserve State Park.

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Schedule O (Form 990 or 990-EZ), such as legislation enacted after the schedule and its instructions were published, go to www.irs.gov/form990.

Purpose of Schedule

An organization should use Schedule O (Form 990 or 990-EZ), rather than separate attachments, to provide the IRS with narrative information required for responses to specific questions on Form 990 or 990-EZ, and to explain the organization's operations or responses to various questions. It allows organizations to supplement information reported on Form 990 or 990-EZ.

Don't use Schedule O to supplement responses to questions in other schedules of the Form 990 or 990-EZ. Each of the other schedules includes a separate part for supplemental information.

Who Must File

All organizations that file Form 990 and certain organizations that file Form 990-EZ must file Schedule O (Form 990 or 990-EZ). At a minimum, the schedule must be used to answer Form 990, Part VI, lines 11b and 19. If an organization isn't required to file Form 990 or 990-EZ but chooses to do so, it must file a complete return and provide all of the information requested, including the required schedules.

Specific Instructions

Use as many continuation sheets of Schedule O (Form 990 or 990-EZ) as needed.

Complete the required information on the appropriate line of Form 990 or 990-EZ prior to using Schedule O (Form 990 or 990-EZ).

Identify clearly the specific part and line(s) of Form 990 or 990-EZ to which each response relates. Follow the part and line sequence of Form 990 or 990-EZ.

Late return. If the return is not filed by the due date (including any extension granted), attach a separate statement giving the reasons for not filing on time. **Don't use** this schedule to provide the late-filing statement.

Amended return. If the organization checked the *Amended return* box on Form 990, *Heading*, item B, or Form 990-EZ, *Heading*, item B, use Schedule O (Form 990 or 990-EZ) to list each part or schedule and line item of the Form 990 or 990-EZ that was amended.

Group return. If the organization answered "Yes" to Form 990, line H(a), but "No" to line H(b), use a separate

attachment to list the name, address, and EIN of each affiliated organization included in the group return. **Don't use** this schedule. See the Instructions for Form 990, *I. Group Return*.

Form 990, Parts III, V, VI, VII, IX, XI, and XII. Use Schedule O (Form 990 or 990-EZ) to provide any narrative information required for the following questions in the Form 990.

1. Part III, *Statement of Program Service Accomplishments*.

- a. "Yes" response to line 2.
- b. "Yes" response to line 3.
- c. Other program services on line 4d.

2. Part V, *Statements Regarding Other IRS Filings and Tax Compliance*.

- a. "No" response to line 3b.
- b. "Yes" or "No" response to line 13a.
- c. "No" response to line 14b.

3. Part VI, *Governance, Management, and Disclosure*.

- a. Material differences in voting rights among members of the governing body in line 1a.
- b. Delegation of governing board's authority to executive committee in line 1a.
- c. "Yes" responses to lines 2 through 7b.
- d. "No" responses to lines 8a, 8b, and 10b.
- e. "Yes" response to line 9.
- f. Description of process for review of Form 990, if any, in response to line 11b.
- g. "Yes" response to line 12c.
- h. Description of process for determining **compensation** in response to lines 15a and 15b.
- i. If applicable, in response to line 18, an explanation as to why the organization checked the "Other" box or didn't make any of Forms 1023, 1024, 990, or 990-T publicly available.
- j. Description of public disclosure of documents in response to line 19.

4. Part VII, *Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors*.

a. Explain if reporting of compensation paid by a related organization is provided only for the period during which the related organization was related, not the entire calendar year ending with or within the tax year, and state the period during which the related organization was related.

b. Description of reasonable efforts undertaken to obtain information on compensation paid by related organizations, if the organization is unable to obtain such information to report in column (E).

5. Explanation for Part IX, *Statement of Functional Expenses*, line 11g (other fees

for services), including the type and amount of each expense included in line 11g, if the amount in Part IX, line 11g, exceeds 10% of the amount in Part IX, line 25 (total functional expenses).

6. Explanation for Part IX, *Statement of Functional Expenses*, line 24e (all other expenses), including the type and amount of each expense included in line 24e, if the amount on line 24e exceeds 10% of the amount in Part IX, line 25 (total functional expenses).

7. Part XI, *Reconciliation of Net Assets*. Explain any other changes in net assets or fund balances reported on line 9.

8. Part XII, *Financial Statements and Reporting*.

- a. Change in accounting method or description of other accounting method used on line 1.
- b. Change in committee oversight review from prior year on line 2c.
- c. "No" response to line 3b.

Form 990-EZ, Parts I, II, III, and V. Use Schedule O (Form 990 or 990-EZ) to provide any narrative information required for the following questions.

1. Part I, *Revenue, Expenses, and Changes in Net Assets or Fund Balances*.

- a. Description of other revenue, in response to line 8.
- b. List of grants and similar amounts paid, in response to line 10.
- c. Description of other expenses, in response to line 16.
- d. Explanation of other changes in net assets or fund balances, in response to line 20.

2. Part II, *Balance Sheets*.

- a. Description of other assets, in response to line 24.
- b. Description of total liabilities, in response to line 26.

3. Description of other program services in response to Part III, *Statement of Program Service Accomplishments*, line 31.

4. Part V, *Other Information*.

- a. "Yes" response to line 33.
- b. "Yes" response to line 34.
- c. Explanation of why organization didn't report unrelated business gross income of \$1,000 or more to the IRS on Form 990-T, in response to line 35b.
- d. "No" response to line 44d.

Other. Use Schedule O (Form 990 or 990-EZ) to provide narrative explanations and descriptions in response to other specific questions. The narrative provided should refer and relate to a particular line and response on the form.



Don't include on Schedule O (Form 990 or 990-EZ) any social security number(s), because this schedule will be made available for public inspection.